

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
April 24, 2012**

CALL TO ORDER:

Chairwoman Karen Quinn called the meeting to order at 5:36 PM at the Lincoln Public Library.

PRESENT:

Trustee Merle Krueger, Wil Postle, Treasurer Diane Walsh, Trustee Denise Blais (5:51)

and Chairwoman Karen Quinn were present. Also in attendance were Becky Boragine, Library Director, and Sharon Fisher from the Friends of the Library, Al Ranaldi, Lincoln Town Planner, and Leo Grenier, Architect from Saccoccio & Associates

ABSENT:

None

APPROVAL OF MINUTES:

The Minutes of the April 3, 2012 meeting were accepted with corrections requested to be made by Treasurer Walsh. A motion to accept the Minutes pending corrections was made by Trustee Blais and seconded by Trustee Postle. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended a Director's meeting at the town. During March zero computer classes were held, four children's programs were held, fourteen story times, six teen programs and six adult programs took place. Ms. Boragine indicated that items added to the collection in March were 983 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 17,478 items. A total of 73 new patrons were given library cards. Loaned 3,942 items out to other libraries and borrowed 2,241 items. The in-house computer usage was 2,241. The Library web pages were accessed 153,445 times. The online database usage was 1,529. Overdrive usage was 589 and includes 141 Audio, 1 Disney, 446 E-Books and E-Books usage was 72.

A motion to accept the Director's report was made by Trustee Blais and seconded by Treasurer Walsh. The motion was approved unanimously.

FINANCIAL REPORT:

Treasurer Diane Walsh reported the balances as follows:

- Fines: \$3,509.49**
- Champlin Account: \$213,763.24**
- Trustees Account: \$112,031.31**
- Checking Account: \$594.64**

- **Certificate of Deposit:**
- **Catie Kurowski Fund: \$4178.10**

Trustee Blais inquired about the \$7,000 invoice billed by the Architects and if it had been paid. Ms. Boragine requested Treasurer Walsh to make the necessary transfer of funds so that the Architects' invoice could be paid.

A motion that the Board agrees that all invoices being presented for payment by the Town of Lincoln are accurate and are to be paid from their respective accounts was made by Trustee Postle. Motion seconded by Chairwoman Quinn. The motion was approved unanimously.

UNFINISHED BUSINESS:

Saccoccio & Associates Architect Leo Grenier and Lincoln Town Planner Al Ranaldi were present to answer any questions from the Trustees and the Friends of the Library about the construction & renovation project of the library. A discussion was held about the different phases of the project and a general overview of the new layout. The architects' drawing was on hand for viewing. A discussion was held on the new lighting, electrical service, color schemes, furniture selections, and flooring. Mr. Ranaldi also discussed the timeline of the project, with a ground breaking mid-June and completion of the project within 180 days. He also

mentioned that the goal was not to close the library down and to remain open for patrons, but asked that the patrons be advised that they may experience some minor inconveniences. Mr. Ranaldi also mentioned that a small part of the library tested positive for asbestos, that a remediation plan is in place and will be followed in accordance with the plan when construction in that area begins. An additional discussion was held on the cost of the project and if the budget was sufficient for the project as presented by the Architect. Both the Architect and Town Planner felt as if the budget for this project was sufficient, however there are some add alternates that have been introduced that may affect the budget. Specifically, a discussion was held on the teen room that was presented in the plans. Ms. Fisher from the Friends of the Library indicated that a bequest is forthcoming and that could be used to fund the cost of the teen room. She also is looking to fundraise for the garden area that has been proposed.

Ms. Boragine indicated that interviews were held on April 24th, 2012 for the Assistant Director's position. Assisting in the interview process were Chairwoman Quinn and Town Human Resource Director Joanne McManus. They interviewed four candidates and one will be offered the job within the next week.

NEW BUSINESS:

Ms. Boragine discussed a request for additional grant money from

the Champlin Foundation for modular units to be used in renovation project of the library. All trustees felt as if Ms. Boragine should make a request to Champlin.

The monthly newsletters and calendars have been sent out and distributed to patrons.

PUBLIC COMMENT:

NONE

ADJOURNMENT:

There being no further business, a motion was made by Treasurer Walsh and seconded by Trustee Krueger to adjourn the meeting at 7:02 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary